



**KING COUNTY
JUDICIAL ASSISTANT
KING COUNTY SUPERIOR COURT
Range 38: Hourly Rate Range \$17.21- \$21.84
Job Announcement No. D02-59
OPEN: 12/11/02 CLOSE: 12/24/02**

WHO MAY APPLY: This position is open to all regular, temporary and term-limited employees of King County.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Human Resources Department, King County Superior Court, 516 Third Avenue, KCC-SC-0203, Seattle, WA 98104.** Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Please call (206) 296-9094 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above and by the due date will not be processed.

FORMS AND MATERIALS REQUIRED: A [Superior Court application form](http://www.metrokc.gov/kcsc/app.htm), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required. **Only Superior Court application forms will be accepted.** Application forms are available in Room C-912, King County Courthouse, or Room 2D, Regional Justice Center in Kent. You can also download the form at this website address <http://www.metrokc.gov/kcsc/app.htm>

WORK LOCATION: This position is located at the King County Courthouse but the incumbent may be required to work at the Regional Justice Center in Kent.

WORK SCHEDULE AND TERMS: This is a half-time position. Works from 8:30 a.m. – 4:30 p.m., days per week to be determined.

PRIMARY JOB FUNCTIONS INCLUDE: The Judicial Assistant provides administrative assistance to judges managing a civil caseload. The responsibilities of this position include:

- Assisting the judge and bailiff by coordinating the court calendars.
- Scheduling status conferences, pre-trial hearings and trials.
- Monitoring case status from filing to disposition.
- Maintaining court files and confidential pre-trial documents (working papers, briefs and court orders).
- Maintaining a database using computer and data management software.
- Working closely with attorneys, litigants, court personnel and the public.

Other responsibilities include attending brokerage meetings for case reassignment, sending out notices, issuing trial schedules, following up with attorneys and pro se litigants on status of cases, composing routine memoranda and correspondence, answering telephones and performing other tasks as directed.

QUALIFICATIONS: A bachelor's degree and/or four years of experience in a high-volume office position, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job are required. Must be able to interact effectively with a wide range of people in a professional manner. Must possess excellent communication skills, have a working knowledge of court procedures and operations, and be familiar with State Court Rules and King County Local Rules. Also required are demonstrated experience and knowledge of computer software applications, including windows applications and database management. Must be organized, flexible, dependable, and courteous. Must have the ability to work independently, and must be a team player.